

MEMORANDUM

Date: February 23, 2005

To: Program Directors, Assistant Program Directors, Supervisors

CC: John Mathew, OHR

From: Blake Chard

Subject: Personnel Actions

This memo replaces the memo of the same subject dated November 16, 2001.

- 1) When hiring staff from outside of State Government, offers above the entry step to potential candidates may be given only with prior written approval from the Division Director and the DHS Office of Human Resources.
- 2) Internal promotions and hiring:
 - a) Schedule AJ JJS Technician I may be promoted to JJS Technician II after completing all mandatory training and 1500 documented hours of work for the division as a JJS Tech I or higher. All AJs (Temporary, Seasonal and Part-time) will be paid at entry level for all positions except Food Service workers.
 - b) When posting a position for internal recruitment within JJS, at a minimum, post it to the geographic area where the opening applies. That is, if a position opens in Salt Lake O&A, post it to all programs within the Salt Lake County area. Posting to outside areas is encouraged to offer opportunities for staff that are willing to relocate or commute to apply.
 - c) The JJSC I position is the entry-level counselor position for JJS and requires 4 years of education and/or experience in addition to passing the test. Any combination is sufficient.
 - d) Promotions to JJSC II automatically occur after an additional 2 years of counselor level experience or related masters level education, upon supervisor recommendation and approval of the Division Director.
 - e) Promotions to JJSC III and JJS Supervisors may occur after an additional 1 year of counselor experience.